



How to Build a Successful Incentive Fund Proposal

February 22, 2006



Joint Incentive Fund (JIF) Overview



- Purpose: to fund creative sharing initiatives at facility, regional and national levels



Update on JIF Program



- Only 7 projects submitted for review in FY 2006 process
- Potential reasons for low response?
 - Too much work to produce the documents; OPTEMPO too high
 - Unsure of future funding from PSC
 - Got rejected once before....not going to try
 - Confusion over submission dates
 - Sites didn't collaborate with partner
 - Sites are already overwhelmed



Update on JIF Program



- Financial Management Workgroup sent out a second call for proposals for FY 2006 (with clear submission dates)
- Will keep one round process in place to get approval and funding out before September
- Encouraged participation in JIF program during the MHS Conference
- Posting successful JIF projects on DVPCO website
- Encouraging regional JIF project ideas, such as regional radiology interpretation



JIF Timelines

- Annual calls for incentive fund initiatives – Summer prior to beginning of the fiscal year
 - Proposals, including business case analyses and certifications due by mid-November
 - VA and DoD staff review proposals and recommend projects in December
 - Recommended projects approved by co-chairs of the Financial Mgmt WG and the HEC by February
 - Quarterly Interim Project Reviews due by 15th of January, April, July and October



Criteria for Proposals



- Improves quality of care (20)
- Improves access to care (20)
- Mission priority/corporate direction (10)
- Return on Investment (10)
- Measurable Performance Data Identified (10)
- Supports VA/DoD Joint Strategic Plan (10)
- Size and Scope of Impact (10)
- Other intangible (10)



Examples of Initiatives Submitted



- Shared MRI procurement and service
- Shared staffing
- Telemedicine Projects
- Cardiac Cath Lab
- Outpatient Clinics
- Sleep Studies
- Women's Health Clinics
- IM/IT Projects
- Mental Health Initiatives



Keys to Successful Proposals

- **EFFECTIVE COMMUNICATION**
- Leadership support
- Trust
- Creatively identifying opportunities
- Identifying “win-win” possibilities – Datamart tool may assist
- Infrastructures that support sharing
- Maximizing resources



Lessons Learned



- Coordinate early with your partner
- Allow sufficient time to go thru DoD's and VA's chains of command
- Keep in mind return on investment
- IT projects must be consistent with National projects/solutions
- Process does not supercede normal administrative requirements of either Department
- Clearly state how the proposal will benefit both DoD and VA
- Projects including renovation or minor construction need CPC review early in the process



Helpful Hints for Successful Proposals



- Select a lead partner who will be responsible for coordinating at the local level and making joint submissions to intermediate and national groups
- Proposals should be no longer than 10 to 15 pages
- Include concise (no fluff) response for each question
- Be clear about who is contributing space, staff, etc. and who is benefiting from the proposal
- Include number of VA and DoD beneficiaries expected to be served by the project
- Should emphasize the reasons and benefits of the proposal



Helpful Hints to Successful Projects

- IM/IT projects should be in line with corporate direction and not duplicate systems already in development – ask Lois Kellett's and Cliff Freeman's offices to review prior to submission
- Projects including leased space should include a deadline for decision process or consider an alternative location
- Be sure to submit proposal to both VA and DoD concurrently with sufficient time for review
- Avoid proposals with guard and reserve units



Questions?